

**The key differences between ISO45001:2018 and OHSAS 18001:2007**

**Introduction**

This document sets out to outline the main differences in requirements between the ISO45001:208 standard and its predecessor OHSAS18001:2007.

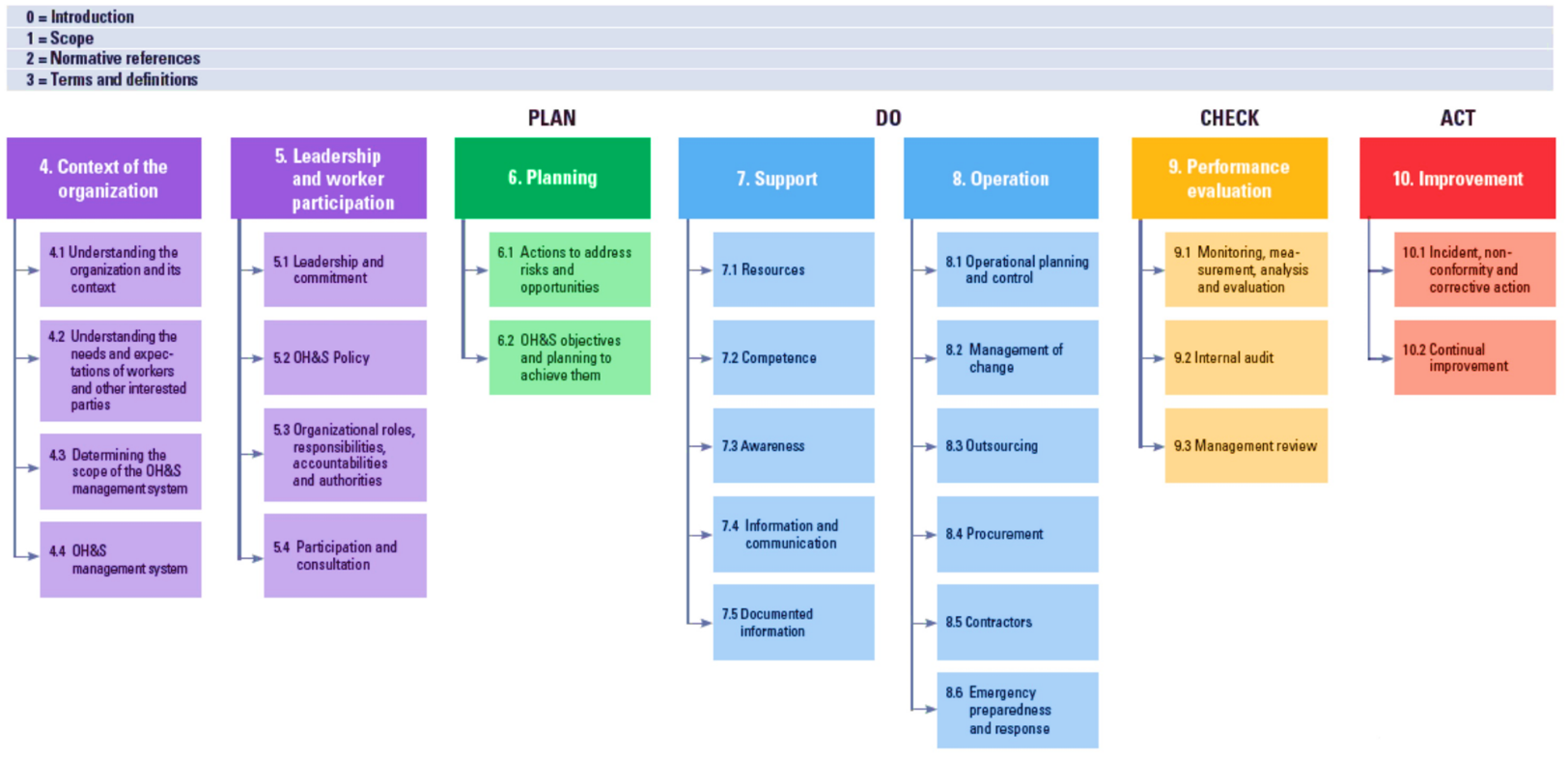
**Purpose**

The purpose of the document is to assist users in understanding where gaps may exist in their existing OHSAS18001 implementation. This will assist the user in making the transition to ISO45001:2018.

**Outline of key changes**

One of the more important changes in the new standard is one of format and not content. The new standard has been written in accordance with the Annex SL ISO directive which sets out how management system standards should be compiled using the Plan, Do, Check, Act (PDCA) framework. The format is now the same as that used for both ISO9001:2015 and IOS14001:2015 which creates a business opportunity for integration.

As a result of the new format we now have new clause headings in ISO45001 which will not be unfamiliar if you have already implemented ISO14001, these are quite different from those found in OHSAS18001:2007:



The following tables set out in detail the main differences between the two standards:

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| **Key differences of ISO45001:2018 compared to OHSAS 18001:2007** | | |
| **Clause in ISO 450001** | **Clause in 18001** | **Change** |
| **4 – Context of the organisation** | - | Completely new concept in 45001 which requires organisation must define how it fits in with internal and external ‘interested parties’ as well as take into account their needs and expectations. |
| 4.1 – Understanding the organisation and its context | - | Shall determine the external and internal issues that are relevant.  This new concept relates to the factors and conditions affecting organizational operation e.g. regulation, governance and stakeholders.  What drives the culture of your organization?  There must be consideration of wider issues such as supply chain and local community, as well as cultural, social, political, legal, technological, and economic and governance settings. |
| 4.2 – Understanding the needs and expectations of workers and other parties | - | Shall determine workers and other interested parties and their needs and expectations including legal requirements  Consider who the interested parties might be and what their relevant interests might be, e.g. workers, customers, shareholders, parent organizations, neighbours and the local community, board members, competitors and regulators. |
| 4.3 - Determining the scope of the OH&S management system | 1 Scope & 4.1 | 18001 just required that the scope of the OHSAS management system was defined and documented.  Scope requirement now wider and has to take into account external and internal issues defined under Context (in 4.1 & 4.2) including any within the organisation’s control or influence  When determining the scope, the organization shall consider:  a) The external and internal issues referred to in 4.1;  b) Requirements referred to in 4.2;  c) The work related activities performed.  Therefore the Scope can only be defined when 4.1 - 4.2 and work related activities have been considered. Direct control and influence should also be considered. The scope once defined, shall be available as documented information. |
| 4.4 - OHS&S management system | 4.1 | 18001 required the OHSAS management system is established, documented, implemented, maintained and continually improved.  Now must incorporate the processes needed and their interactions. (In practice can be done by a process map which shows the key processes and the lines of flow and interaction).  In practice this should encourages the integration of the OH&S management system into its various business processes (e.g. design and development, procurement, human resources, and sales and marketing). |

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| **5 – Leadership and worker participation** |  | Top management need to ensure more non-managerial participation and that they support leadership and contribution from others |
| 5.1 - Leadership and commitment | 4.4.1, 4.4.3, 4.4.6 | 18001 required that top management shall take ultimate responsibility for the OH&S management system and that they have to demonstrate their commitment. Also required a top management representative for the OH&S system.  No longer mandatory to have a management rep (but you can still have one if you wish). All top management now have overall responsibility and accountability for OHS&S and the OHSAS management system.  Leadership is new to the standard (above and beyond top management requirements) and is about motivation and leading by example etc., as a culture that supports an organization’s OH&S management system is largely determined by top management  There are 13 specific requirements in clause 5.1 relating to leadership and commitment. N.B. six clauses start with the word ‘ensuring’ which means top management don’t necessarily have to do the task themselves but they are still responsible/accountable for the task.  A change from Management commitment, in the 2007 standard to one requiring a strategic view. The requirements are now “leadership”, not management.  The emphasis has shifted from ensuring to “engaging” with workers to protect, improve performance, and support the OH&S system. |
| 5.2 – OHS&S Policy | 4.2 | 45001 now more specific, e.g. Enhanced requirements from the 2007 version to:   * Include commitment to eliminate hazards and risks * Include commitment to consultation and participation of workers etc. * Available to interested parties as appropriate   Organizations must commit to fulfil legal requirements and other requirements rather than ‘to at least comply’. |
| 5.3 - Organisational roles, responsibilities and authorities | 4.4.1 | * Responsibility and authority for the roles within OH&S system at all levels must be assigned, communicated and documented * No longer a requirement for top management rep * All top management are accountable even if responsibility and authority assigned to others * Workers have responsibility for OH&S aspects over which they have control. |
| 5.4 – Consultation and participation of workers | 4.4.2, 4.4.3, 4.5.1, 4.5.2,  4.5.3 | Much stronger requirements for processes for consultation and participation of workers at all levels.  This clause has been substantially strengthened to capture and promote worker participation, engagement and communications.  Consultation implies a two-way communication involving dialogue and exchanges.  Participation enables workers to contribute to decision-making processes on OH&S performance measures and proposed changes.  Feedback on the OH&S management.  It also promotes the participation of non-managerial roles within the OH&S system requirements, including incident investigations, risk assessments, plus control and monitoring activities including internal auditing. |

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| **6 – Planning** | - |  |
| 6.1 – Actions to address risks and opportunities | - | Essentially a new requirement in that 45001 now focuses on a risk-based approach to running the OHSAS management system. This includes looking at positive aspects such as opportunities rather than only concentrating on aspects that have gone wrong.  The requirement has been broadened to include opportunities and measures of effectiveness.  OH&S opportunities address the identification of hazards, how they are communicated, and the analysis and mitigation of known hazards. Other opportunities address system improvement strategies. |
| 6.1.2 – Hazard identification and assessment of risks and opportunities | 4.3.1 | Now requires processes rather than procedures, covers social factors and leadership. More specific in covering routine and non-routine situations and past relevant incidents including emergencies. Also identifies potential parties involved. |
| 6.1.3 – Determination of legal requirements and other requirements | 4.3.2 | * Now requires processes rather than procedure * Have to determine how legal and other requirements apply to the organisation and what needs to be communicated * These requirements have to be taken into account when establishing, maintaining and improving the OH&S System * Documented information has to be maintained and retained |
| 6.1.4 – Planning action | - | Stronger link to the Plan-Do-Check-Act cycle regarding planning actions related to risks, opportunities, legal requirements and emergency situations.  The actions planned should primarily be managed through the OH&S management system and should involve integration with other business processes, such as those established for the management of environment, quality, business continuity, risk, financial or human resources. |
| 6.2 – OHS&S objectives and planning to achieve them | 4.3.3 | Objectives must support the policy requirements and have been considered in line with available resources. There should be detail of who is responsible, agreed timings and measures in place to establish progress and whether proposed achievements have been met.  Objectives and plans to achieve them will be documented information. |

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| **7 – Support** | 4.4.1 | Resources is now a separate clause |
| 7.1 - Resources | 4.4.2 | Similar requirements - the organization will determine and provide the resources needed.  Examples of resources include human, natural, infrastructure, technology and financial.  Examples of infrastructure include the organization’s buildings, plant, equipment, utilities, information technology and communications systems, and emergency containment systems. |
| 7.2 - Competence | 4.4.2 | New clause specifically on awareness which has extra requirements – e.g. workers contribution to effectiveness, being aware of OH&S policy and objectives. Also ability of workers to remove themselves from work situations where there is an imminent and serious danger.  Documented information will be available to support competence evaluation and development. Actions will be reviewed for effectiveness.  Competence includes the education, training, qualification and experience necessary to undertake the role and the re-training necessary to maintain competence and workers can assist the organization in determining the competence needed for roles. |
| 7.3 - Awareness | 4.4.3 | More detailed requirements relating to both internal and external communication.  Workers will be made aware of policy requirements, hazards & risks relevant to them and their part in the OH&S performance, including results of relevant incident investigations etc.  In addition to workers (especially temporary workers), contractors, visitors and any other parties should be aware of the OH&S risks to which they are exposed. |
| 7.4 - Communication | 4.4.4 & 4.4.5 | Moves away from concept of documents and records to maintaining and retaining documented information.  The new clause now strengthens the previous requirements not only in terms of who, what and when but what is the objective of the communication and was it effective.  Documented information replaces previous procedural requirements.  Participation and consultation are now embodied throughout the standard. |
| 7.5 – Documented information | 4.4.1 | It is important to keep the complexity of the documented information at the minimum level possible to ensure effectiveness, efficiency and simplicity at the same time.  Documented information replaces the previous procedural, document and record requirements. However they can be retained within the OH&S system if they are determined necessary by the organization.  Documented information will still require controls appropriate to the previous OHSAS requirements. Documented information may be both internal and external in origin.  Now we’re in the digital age, this includes electronic and processed information (e.g. use of smartphones or tablets) and doesn’t refer to documentation, records or documented procedures. |

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| **8 - Operation** |  |  |
| 8.1 – Operational planning and control | 4.4.6 | Higher level and requires maintaining and retaining documented information. Also relates to adapting work to workers and new requirement for multi-employer workplaces.  In practice, this means that hazards and risk controls must be planned in to the operational controls of the activity. Other requirements have also been expanded or added. |
| 8.1.2 – Eliminating hazards and reducing OH&S risks | - | New requirement detailing five methods of ‘hierarchy of control for eliminating and reducing OH&S risks.  There is an emphasis on applying the ‘hierarchy’ at planning and operational stages, so that problems can be designed-out at the earliest stage |
| 8.1.3 – Management of change | - | New requirement for implementing and controlling temporary and permanent changes to capture the requirements and potential sources for the planned changes of the operation. |
| 8.1.4 - Procurement | - | New requirement to control outsourced functions, products and processes including identifying hazards and risks arising from the contractors’ activities and operations.  Recognising the growth in these areas, there is a requirement for specific processes to safely manage these issues. In effect, this extends the management system as far into the supply chain as the organisation has control and influence.  The procurement process(es) should be used to determine, assess and eliminate hazards, and reduce OH&S risks associated with, for example, products, hazardous materials or substances, raw materials, equipment, or services before their introduction into the workplace. |
| 8.2 – Emergency preparedness and response | 4.4.7 | Additional requirements to:   * Periodically testing and exercising the planned response capability * Evaluating performance and, as necessary, revising planned response * Take into account needs of relevant interested parties and their involvement in planned response   Emergency preparedness plans can include natural, technical and man-made events that occur inside and outside normal working hours. |

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| **9 – Performance evaluation** | 4.5 | More detailed requirements |
| 9.1 Monitoring, measurement, analysis and performance evaluation |  | These requirements have been strengthened and expanded to include criteria and communication. Procedural requirements have been replaced with documented information. |
| 9.1.2 Evaluation of compliance |  | The procedural requirements have again been replaced by documented information and the clause requirement expanded to include frequency and method of evaluation. |
| 9.2 Internal Audit | 4.5.5 | Very similar but now includes:   * Retain documented information on audit * Take action to address nonconformities and continually improve * Results have to be reported to relevant workers etc. * Has to be objectivity and impartiality * Has to be audit criteria and scope for each audit |
| 9.3 – Management review | 4.6 | Very similar to previous requirement but requires inclusion of extra topics – in particular changes in external and internal issues that are relevant to the OH&S system regarding:   * The needs and expectations of interested parties * Risks and opportunities   This builds on the previous standard with added emphasis on improvement and communications based on risks, opportunities and system effectiveness. |

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| **10 - Improvement** | 4.5.3 | Evolves from nonconformity, corrective action and preventive action to ‘opportunities for improvement’. Preventive action no longer referred to. |
| 10.1 General |  | Organizations shall determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its OH&S management system. |
| 10.2 Incident, nonconformity and corrective action |  | Direct action must be taken in a timely manner to control the incident or nonconformity and deal with the consequences.  When direct corrective action has been completed, the organisation can move on to consider whether any further action is required to prevent a similar incident or nonconformity occurring in future.  The principles as risk assessment and risk reduction will apply.  Root cause analysis is the key to progressive improvement and requires the organization to determine what caused or causes have been identified for the incident or nonconformity, what can be actioned to address the cause, review any risk assessments or establish a new assessment – as required  before implementing an action.  Then to consider whether the potential for a similar problem remains – possibly in another area of the operation.  The organization is then required to implement any actions identified as needed, review their effectiveness and make changes to the management system, if necessary. |
| 10.3 Continual improvement |  | Documented information for actions, communications and the review of effectiveness shall be retained.  Should be the output of the management system and can be achieved from a variety of elements from within the system.  Organizations will now need to demonstrate that they are using the outputs from their analysis and evaluation processes to identify areas of underperformance and opportunities for improvement.  Appropriate tools and methodologies should be employed by the organization to support this activity. |